

Southeast Texas Family Resource Center

Parent Handbook & Operational Policies



SOUTHEAST TEXAS Family Resource Center

Mission Statement

The mission of Southeast Texas Family Resource Center is to create and support programs and to participate in collaborative efforts dedicated to fostering positive cycles of growth, development and personal responsibility. For our local residents, that translates into quality education, skill development, and employment. For children, this means providing a safe, supportive and nurturing environment away from negative influences present in a low-income neighborhood, and additional outlets for the funneling of positive energy.

Southeast Texas Family Resource Center

2060 Irving Street

Beaumont, Texas 77701

Phone (409) 833-4155

Fax (409) 833-4494

[Website: SETXfamilyresource.com](http://SETXfamilyresource.com)

Welcome to Southeast Texas Family Resource Center!

We are delighted that you have chosen The Southeast Texas Family Resource Center (the “Center”) to provide for the needs of your child. You and your family are encouraged to visit our Center prior to the first day of enrollment to give our staff, and your child, an opportunity to meet and become better acquainted.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at The Southeast Texas Family Resource Center will be glad to address any of your questions or concerns. Once again, welcome!

Our Philosophy

We believe...

*That children are precious and must receive care from adults who are capable and caring-whose values enable them to be excellent role models.

*That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.

*That children’s play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.

*That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental, and cognitive level to another.

*That parents contribute to, and enhance the quality of care offered at the Center.

Embracing Diversity: The Southeast Texas Family Resource Center welcomes those of diverse faiths, ethnic origins, and race. We do not discriminate on the basis of race, culture, religion, or ability.

Our Staff: Our staff is here to assist your child in making their stay enjoyable. Our staff is well trained and has extensive knowledge in Early Childhood Development. They are also trained in CPR and First Aid for children and adults.

Goals and Objectives: It is our goal to serve each child and their family with the highest quality of care. We also encourage and welcome parental involvement.

Curriculum Goals: We use Frog Street curriculum, which is a research-based curriculum that ensures students thrive in the classroom. We also use Circle Curriculum, which is State Board of Education approved.

Days and Hours of Operation:

During the School Year:

Monday-Friday 3:30 p.m.-6:00 p.m.

Spring Break:

7:00 a.m.-6:00 p.m.

Summer:

Monday-Friday 7:00 a.m.-6:00 p.m.

Holiday Hours (School Holidays, Thanksgiving, & Christmas Break):

7:00 a.m.-6:00 p.m.

The Center will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day.

Staff will take an in-service day which will be announced.

Drop off/Pick up Procedures:

Upon arrival (drop off), parents must walk their child (ren) into the Center and sign them in on the sign in sheet by the front door. A teacher will meet them at the front door and guide them to their classroom. Your child's safety is our number one priority, so please consider this additional time in your morning routine as we partner to ensure safety and well-being of your child. Upon departure (pick up),

parents must sign children out using the attendance sheet by the front door. If someone other than yourself will be picking the child up, please let the teacher at the front door know and ensure that the designated person is listed on their authorized pick up list. Please inform the designated individual that they will be required to show proper identification before the child is released to them. If there are any changes that would impact this procedure, please inform us in writing. Unless it is an emergency, please finish all phone calls prior to entering the building during drop-off and pick up times. We have a *No Cell Phone Policy* in the building.

Custody Orders:

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The Center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

Parent Conferences:

Please do not use drop off/pick up time to communicate lengthy concerns with your child's teacher as this can be a distraction to the care of other children in the classroom. We have parent conferences two times a year. Parents may request a conference to discuss any concerns on an as needed basis. During the conference time, each parent will receive information on their child's development and have the opportunity to set goals with teachers based on the results from the developmental assessments conducted by the teacher.

Family Participation:

Parents have the opportunity to visit the Center at anytime during operational hours to observe their child, program activities, the building, the premises, and equipment without having to secure prior approval. We encourage parents to participate in field trips and to volunteer. If you are interested in volunteering, please contact our Director so the appropriate state required background checks can be completed.

Absences:

If your child is going to absent for non-emergency reasons (such as vacation or after-school activities), please complete a leave of absence form and submit the form to the center at least two weeks prior to the absence. If the leave of absence form is not submitted at least two weeks prior to the absence, you will be responsible for your child's regular tuition payments.

If your child is going to be absent for unplanned reasons (such as illness or family emergency), please call or email the office and let us know as early as possible. It is imperative that if your child is absent, you contact us by noon, so the van driver is aware prior to making the afternoon pick up from the school.

Illness and Exclusion Criteria:

Your child will not be allowed to attend the Center if one or more of the following exists:

- *The illness prevents the child from participating comfortably in the operation activities including outdoor play:
- *The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of other children in care:
- *The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the Center's activities):
 - *Tympanic (ear) temperature of above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
 - *Oral temperature above 101 degrees or greater, accompanied by behavior changes or other signs/symptoms of illness; or
 - *Armpit temperature above 100 degrees or greater, accompanied by behavior changes or other signs /symptoms of illness; or
 - *Symptoms and signs of possible severe illness as lethargy, abnormal breathing, uncontrolled diarrhea, two vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that a child may be ill; or
- *A health care profession has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

A child who was ill may return to the Center when:

- *The child is free of symptoms of illness for 24 hours; or
- *The parent/guardian has obtained a health-care professional's statement that the child no longer has an excludable disease or condition.

***Note All illness and injury information can be found in the Minimum Standards 746.3601-3605**

Dispensing Medication:

The Southeast Texas Family Resource Center will not administer medication.

- *We will only administer antibiotic ointment, when needed, with parental permission.
- *Bug spray and Sun Screen are not medications. In the event that bug spray is needed, we will spray the children with "Off" unscented brand. We do not use sun screens because of the risk of allergies.

Emergency Information/Updating Contact Information:

In the event of an emergency, the Center will make an immediate attempt to contact the parent and other emergency numbers. Please ensure that all contact information is up to date. You can update your contact information at any time by filling out the appropriate form on our website or filling out the form at the front desk and placing it in the drop box. The administrator will input change in the system immediately and notify you for confirmation of receipt.

Procedures for Handling Medical Emergencies:

If critical illness or injury requires immediate attention of a physician, the Center will follow the Minimum Standards Guidelines:

- *Contact emergency medical services or take the child to the nearest hospital;
- *Give First Aid/CPR when needed;
- *Contact the physician or health-care professional identified in the child's records;
- *Contact the parent
- *If there is a more serious illness or injury, we will call 911, **then** notify the parent.

If a child becomes non-critically ill while at the Center, we will

- *Contact the parent/guardian to pick up the child;
- *Care for the child apart from other children;
- *Give appropriate attention and supervision until the parent picks the child up; and
- *Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

Open Door Policy:

Parents are welcomed at the Center any time. We celebrate various activities throughout the year. We encourage parents to come and participate in any Center activity that we host.

Parent Notification/Involvement:

Procedure for Parental Notifications: Parents will be notified of all medical emergencies with a phone call to the emergency contact listed on the child's admission application.

*If a parent wants to participate in the Center's activities, they must first complete a volunteer application, and the director will perform a background check.

Discipline & Guidance Policies:

At the Family Resource Center the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices.

Guidelines for Positive Discipline:

*When unacceptable behavior occurs redirection will be employed. The child will be removed from the distressing situation and directed to another activity or group of children within the classroom in order to regain control.

*If further assistance is needed the child will be brought to the office.

*Parents will be notified if the behavior continues.

*Close communication with the parents will be the method of being informed about what measures work best with each individual child.

***Dis-enrolled:**

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be dis-enrolled from the center at the discretion of the Center Director.

****Our discipline policy does not include any form of physical or psychological punishment.***

Discipline and Guidance Policy for the Center

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which involves the following;

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

**There must be no harsh, cruel, or unusual treatment of any child.
The following types of discipline and guidance are prohibited:**

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps or toilet training;
3. Pinching, shaking or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting or yelling at a child;
7. Subjecting a child to harsh, abusive or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

We expect acceptable behavior from all students. Our goal is to model positive behavior. If your student is experiencing something outside of school that may impact their behavior, please let us know. We want to partner with you on behavior management.. Severe discipline issues may result in your student being suspended.

Termination of Services:

The Director retains the right to dismiss any child whose behavior is disruptive to the point of fellow classmates not able to benefit from planned activities or whose behavior endangers the health, safety and well-being of other children.

Nutrition/Meals:

Students and parents are educated on proper nutrition during the year. We currently provide breakfast and lunch and two snacks during the summer. During the school year, we provide dinner and a snack. Our menus and food program follow guidelines under the state requirements (milk must be served with breakfast, lunch, and dinner). We do not charge an extra fee for meals and snacks. All meals are approved by the CACFP program for their nutritional appropriateness. Meals include milk, fruit, and vegetables. Foods and liquids hotter than 110 degrees are kept out of the children's reach. If your child is on a special diet, or has a food allergy, the office must have a copy of the doctor's report. An emergency food allergy plan must be completed by an authorized medical official. This is a requirement of the state. Our center is a peanut free zone. No outside food is allowed at our facility. *During special occasions such as birthdays, holidays only commercially package foods are allowed.

Vaccine Policy:

Though the Center strongly encourages its employees to have up-to-date vaccinations, they are not required.

Enrollment & Tuition:

Children between the ages of 4-13 are eligible to enroll at the Family Resource Center. Our Center welcomes students without regard to their race, ethnicity, national origin, religion, ability, gender, or family structure. We operate on a sliding scale and we also offer scholarships.

Documents to be completed and returned before enrollment are:

- Admission Information
- Health Requirements
- Authorized Person(s) to pick up child
- Discipline & Guidance Policy
- Field Trip Permission Slip
- Permission Slip to Administer Medicine
- Release of Liability
- Permission to Photograph
- Permission to view PG-13 movies
- Food Program Enrollment Form
- Child Nutrition Program Application
- Transportation Information Form

A registration fee of \$25 (per family) is due once the Director has assigned a start date. If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected. Tuition is non-refundable.

Late Payment:

Tuition payments are due by Friday of the week of care. A late fee of \$25 will be added if payment is not received by Friday of the following week.

Fee Structure-

After School Care	\$125/week
Summer Care	\$175/week

Family Discounts-

First Child (youngest)	No discount
Second Child	\$25/week for After School Care, \$30/week for Summer Care
Third Child	\$25/week for After School Care, \$30/week for Summer Care

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason ***unless a Leave of Absence form is submitted at least 2 weeks prior to planned absences.***

Parents will be notified at least a week prior to any additional fees for field trips, pictures and any other special events.

Additional Fees:

A service fee of \$25 will be charged for any returned checks. If your child is not picked up promptly by 6:30 p.m. a late fee of \$10 will be charged for the first 10 minutes and \$5 for each additional minute thereafter.

The admission form, signed acknowledgment forms, and consent forms are all kept in the child's record. Parents have the right to access their own child's record during a parent conference with the caregiver or director.

Calendar:

Our program follows the Beaumont Independent School District calendar.

Withdrawal Fees and Procedures:

A two-week notice is required before withdrawing a child from our Center. Account must be paid in full before withdrawing –including your child's tuition for that two-week period.

Operational Policy Changes:

The Center's current parent handbook is posted on the Center's website. The Center will notify parent/guardians of significant changes to the handbook but parents are encouraged to review the document on the website periodically.

Transportation:

Transportation will be provided to children during the school year. All rules from the Texas Department of Public Safety and the Department of Protective and Regulatory Services will be enforced.

Birthday Celebrations:

Birthday celebrations are welcome in each classroom. Special birthday refreshments may be brought in, but please notify the Director in advance. Please note that only commercially package foods are allowed. If you wish to pass out birthday invitations, all classmates must be included.

Water Activities:

The children participate in water activities, such as:

Sprinkler play

Sprinkler play includes various types of water play that are non-pooling (not a standing body of water, can range from an attachment for a water hose to professionally installed water play like splash pads).

****Parent/Legal Guardian consent for participation of water activities is requested and given on the admissions' application.***

Field Trips:

These notifications will be made in writing, and posted in a prominent place in the Center. A field trip permission form, indicating the day, time, location, purpose, and items your child will need for the day. The teacher will send a detailed list home for the field trip. In the summer months, field trips happen every week:

In the past, we have gone to the Houston Aquarium, NASA and Houston Splash Town.

******Each summer these field trips may vary and be on different days.

State regulations require that for your child to participate in field trips or other outside activities:

1. You must complete and return the field trip permission form at least two days prior to the scheduled field trip.
2. Your child must wear his/her Center T-shirt on the day of the field trip.

Physical Activity:

Outside playtime is a vital part of a child's day. We will have at least two outside playtimes a day, weather permitting. Inside playtime is also an important part of a child's schedule and will be incorporated into their day. In case of inclement weather, inside play will be scheduled at least two times.

Photographs and Publicity:

Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures or other publicity materials. We have a consent form soliciting your permission for photographs including your child, to be used without compensation included in the admissions package.

Animals:

*Parents will be notified if animals are visiting the Center.

*We will ensure the animals do not create unsafe or unsanitary conditions;

*We will ensure that the children do not handle any animal that shows signs of illness, such as lethargy or diarrhea; and

*We will ensure that caregivers and children practice good hygiene and hand washing or coming in to contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

These requirements to keep children safe around animals at the Center also apply away from the Center. For field trips, we will notify parents in writing if animals will be present.

Under no circumstance should any type of animal be brought into the Center by a child, parent/guardian, or any other person.

Insect Repellant and Sunscreen:

In the event that bug spray is needed, we will spray the children with "Off" unscented brand. We do not use sunscreen because of the risk of allergies.

Homework:

All children in the after-school care are required to complete their homework before playtime.

Screen Time Policy:

Electronic media is only used for educational purposes. Children are not allowed to bring their personal electronics into the center.

Clothing:

- A change of clothes
- Play clothing and rubber soled shoes that are safe for the playground and other activities such as painting.
- Large T-Shirt to wear over clothes for activities such as painting.
- Must wear the purchased FRC camp shirt for field trips.

****Important-do not bring candy, gum, carbonated drinks, expensive sentimental items, flip flops, cowboy boots (slick soled or backless shoes), toy weapons, fast food (unless you are feeding the entire class), no toys or any electronics of any kind.***

Nursing Mothers:

We have a quiet place designated for nursing mothers in a private office. This area is designated specifically for nursing mothers. You may use this facility at any time.

Behavior Expectations:

We encourage each child to make appropriate choices. Our staff are trained to help children with practices that help them calm down, process choices and redirection. In cases where there is an issue of constant inappropriate behavior, parents will be required to attend a parent conference to outline and agree on a behavior modification plan. Follow-up will be made with the parent daily until the issue is resolved.

Procedures to Discuss with Director any Questions or Concerns:

If a parent/guardian has any questions or concerns about the policies and procedures of the operation, please contact the director who will schedule an appointment so the questions and /or concerns can be addressed.

Any complaint against this facility should be directed to the Director and this should be done in writing or by phone. The Texas Department of Protective and Regulatory Services Minimum Standards Rules can be reviewed at anytime during operational hours. These rules are posted at the Center. The most recent licensing report is also posted on the information board in the foyer.

Parents may contact the local licensing office at:
3105 Executive Blvd.
Beaumont, Texas 77705
(409) 730-2424

Pest Control:

The Center has pesticides applied periodically by a licensed exterminator. No children are present in the room at the time of the service.

Accessing Operations Most Recent Licensing Report:

The Center's most recent licensing report is posted in the bulletin board area and a copy is always available for you review. Additionally, inspection results are posted online at: https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ and simply type in Southeast Texas Family Resource Center and click on inspections.

Child Care Minimum Standards

Chapter 42 of the Texas Human Resources Code requires the Texas Department of Family & Protective Service (DFPS) to regulate child care in Texas, and to create and enforce minimum standards. The Center has a copy of the minimum standards. Additionally, they can be found on the Internet by typing in Texas child care minimum standards or at the following web site:

https://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Important Numbers:

Parents may contact the following numbers if needed:

Texas State Licensing Office (409) 730-2424 (512) 276-3094
https://www.dfps.state.tx.us/Contact_Us/Default.asp

Poison Control Center 1-800-222-1222

Texas Abuse Hotline 1-800-252-5400
<https://www.txabusehotline.org>

U.S. Consumer Product Safety Commission
<https://www.cpsc.gov/about/about.html>

Department of Family Protective Services
http://www.dfps.state.tx.us/child_care/
http://www.dfps.state.tx.us/Child_Care/Information_for_Parents/default.asp

Inclement Weather/Natural Disaster:

In case of inclement weather or an impending natural disaster, the parent/legal guardian should contact the Southeast Texas Family Resource Center regarding possible cancelations or delays in programming. In every room, there is an emergency evacuation plan.

In case of fire:

The staff will take all of the children away from the building and wait at the park until further instructed. The teachers will use their sign-in and sign-out sheet to account for each child.

In case of tornado:

All doors will be closed, and the children will be moved to the inside hallway with no windows.

We are partners with the City of Beaumont, if an alternate shelter becomes necessary, we will transport the kids to the Beaumont Civic Center.

Civic Center Address:

801 Main Street

Beaumont, Texas 77701

The following agencies monitor our facility: Texas Department of Family and Protective Services, The Health Department and the Fire Department. If you wish to contact the local office of the TDFPS the phone number is Office (409) 730-2424 Fax (512) 276-3094 or the website is www.txchildcaresearch.org. To report abuse or neglect you may call (800) 252-5400.

Abuse & Neglect:

All caregivers are required to have one hour of annual training on recognizing the signs of abuse and neglect. Parents are welcome to attend this training; please contact the Center director for more information.

Parents and employees are provided the following form/website/pamphlet to increase awareness regarding warning signs and prevention techniques: "DFPS Kids should Be Seen and Not Hurt" or www.preventchildabuse.org

Please see below if parents or caregivers have questions about abuse and neglect, they may contact our local advocacy facility.

Parents and staff are required by law to report suspected cases of abuse or neglect.

Information on Reporting Child Abuse

- **Child abuse and neglect are against the law in Texas, and so is failure to report it.***
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.*
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse? Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child

What is Neglect? Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

1. Call the abuse and neglect hotline at **1-800-252-5400**.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.

* Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
 - Name, age, and address of the child
 - Brief description of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents names and names of siblings in the home

Will the person know I've reported him or her? Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. *Your identity is kept confidential.*

Finally, err on the side of caution. If you have reason to suspect child abuse, but are not positive, *make the report.* If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

CHILD ABUSE HOTLINE
1-800-252-5400

Gang Free Zone:

State law requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

Employee Policy Agreement

Please Read carefully, read, sign, and return the following form to the center director.

I have received and read the Operational Policies and Personnel Policies, and I agree to abide by all the policies and procedures therein.

Employee: _____

Date: _____

**Discipline and Guidance Policy for
Southeast Texas Family Resource Center**

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which involves the following;

4. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
5. Reminding a child of behavior expectations daily by using clear, positive statements;
6. Redirecting behavior using positive statements; and
7. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child.

The following types of discipline and guidance are prohibited:

8. Corporal punishment or threats of corporal punishment;
9. Punishment associated with food, naps or toilet training;
10. Pinching, shaking or biting a child;
11. Hitting a child with a hand or instrument;
12. Putting anything in or on a child's mouth;
13. Humiliating, ridiculing, rejecting or yelling at a child;
14. Subjecting a child to harsh, abusive or profane language;
15. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
16. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L,
Discipline and Guidance

My Signature verifies that I read and received a copy of this discipline and guidance policy.

Signature

Date

Circle one please:

Parent Employee/caregiver Household member of child-care home

Policy Agreement

Please Read carefully, read, sign, and return the following form to the center director.

I have read the Family Resource Center Parent Handbook and Operational Policies and agree to abide by all the policies and procedures therein. I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments.

Tuition_____ Weekly_____

Registration Fee_____

Parent/Guardian Signature:_____

Date:_____

*****Policies are reviewed annually and updated if necessary.***